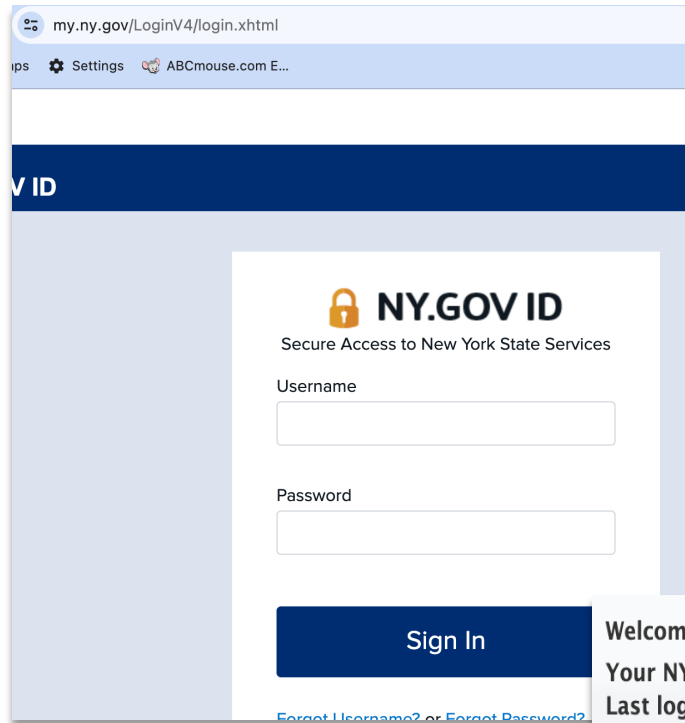


BPSS Curriculum

Curriculum Renewal and Amendment Instructions

Log in to BPSS Portal



my.ny.gov/LoginV4/login.xhtml

Settings ABCmouse.com E...

NY.GOV ID

Secure Access to New York State Services

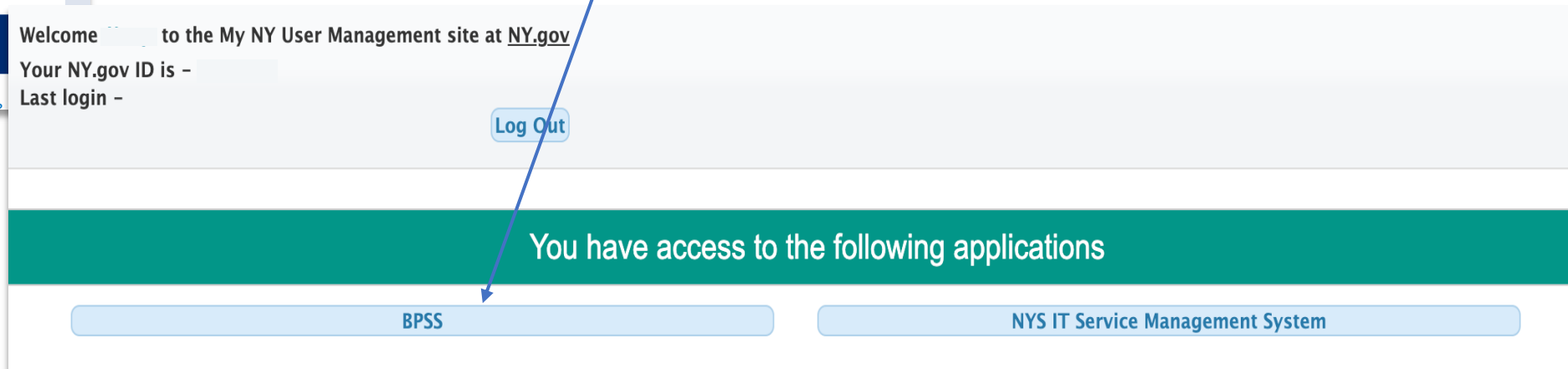
Username

Password

Sign In

[Forgot Username?](#) or [Forgot Password?](#)

1. Log in to your PERSONAL my.ny.gov account
2. Select "BPSS" from your options



Welcome [redacted] to the My NY User Management site at [NY.gov](#)

Your NY.gov ID is - [redacted]

Last login - [redacted]

Log Out

You have access to the following applications

BPSS	NYS IT Service Management System
------	----------------------------------

Select Role

1. Log in to your my.ny.gov account
2. Select "BPSS" from your options
3. Select the correct role ("school administrator")

<https://eservices.nysed.gov/bpss/bpssex/BPSSLoginRoleAction.do>

Bureau of Proprietary School Supervision

Home Search BPSS Help Logout

Contact BPSS Support

Bureau of Proprietary School Supervision Login

Select A Role

You have multiple roles in the BPSS system. Please select a role with which you would like continue.

Public Applications

School Administrator

Choose Role

BPSS Contact Us New York State Education Department

Select School

1. Log in to your my.ny.gov account
2. Select "BPSS" from your options
3. Select the correct role ("school administrator")
4. Select the school

Bureau of Proprietary School Supervision

Home Search BPSS Help Logout

(School Administrator) Contact BPSS Support

Please select the school you would like to manage

You have multiple schools in the BPSS system. Please select a school with which you would like continue.

Show 10 entries Search:

School List				
School Name	Address	Type	Status	Action
ITS TEST SCHOOL 2		ESL School	Issued	Select

Select Curriculum Applications

Bureau of Proprietary School Supervision

Home Search BPSS Help Logout

School Administrator) Contact BPSS Support ITS TEST SCHOOL 2

BPSS Home

Administration

- Surrender Active Certificates
- Manage Enrollment Agreements
- Assign Administrator Role
- Generate Employee Verification Code
- Manage Documents
- Manage School Accreditations

Applications

- Curriculum Amendments/Renewals
- Curriculum Applications
- Occupational Education Data Survey (OEDS)
- School License Renewal Application
- School Move Request
- School Name Change

Finance

- Annual Financial Reporting

Inquiry

- Teacher School Association
- View Curriculum Information
- View School Employees
- View School Information

Payments

- Pay Fines
- Pay For Applications
- Pay For School Assessment

Profile

- Update Personal Information

BPSS Contact Us New York State Education Department

5. Select the type of application you need

- Amendment/Renewal - start or edit an application to renew or change an existing curriculum

Renewal or Amendment

5a. Amendment/Renewal:

- Check expiration date:
 - Less than 120 days – RENEWAL
 - More than 120 days - AMENDMENT



Curriculum Eligible For Changes

Show entries

Search:

Curriculum Eligible For Changes					
	Area	Title	Language	Expire Date	Status
<input checked="" type="radio"/>	School Defined	Hybrid Pharmacy Technician	English	07/02/2027	Issued
<input type="radio"/>	Allied Health Program	Electrocardiography Technician	English	06/16/2027	Issued
<input type="radio"/>	Allied Health Program	Clinical Medical Assistant	English	07/02/2027	Issued
<input type="radio"/>	Allied Health Program	Phlebotomy Technician	English	06/16/2027	Issued
<input type="radio"/>	School Defined	Medical Assistant	English	07/02/2027	Issued
<input type="radio"/>	School Defined	Hybrid Diagnostic Medical Sonographer	English	07/02/2027	Issued
<input type="radio"/>	Allied Health Program	Pharmacy Technician	English	01/30/2025	Issued
<input type="radio"/>	School Defined	Hybrid Medical Assistant	English	07/02/2027	Issued
<input type="radio"/>	Allied Health Program	Diagnostic Medical Sonographer	English	06/17/2024	Issued
<input type="radio"/>	Allied Health Program	Nurse Aide/ Assistant	English	07/02/2027	Issued

Showing 1 to 10 of 12 entries

Back

Next

Renewal or Amendment

6. Renewal:

- Select curriculum you want to renew
- Submit renewal 120 days prior to curriculum expiration
- Once a curriculum has expired, it cannot be renewed
 - If curriculum is expired, please submit a new application

Curriculum Eligible For Changes

Show 10 entries

Search:

Curriculum Eligible For Changes					
	Area	Title	Language	Expiration Date	Status
<input checked="" type="radio"/>	School Defined	Hybrid Pharmacy Technician	English		
<input type="radio"/>	Allied Health Program	Electrocardiography Technician	English		
<input type="radio"/>	Allied Health Program	Clinical Medical Assistant	English	07/02/2027	Issued
<input type="radio"/>	Allied Health Program	Phlebotomy Technician	English	06/16/2027	Issued
<input type="radio"/>	School Defined	Medical Assistant	English	07/02/2027	Issued
<input type="radio"/>	School Defined	Hybrid Diagnostic Medical Sonographer	English	07/02/2027	Issued
<input type="radio"/>	Allied Health Program	Pharmacy Technician	English	01/30/2025	Issued
<input type="radio"/>	School Defined	Hybrid Medical Assistant	English	07/02/2027	Issued
<input type="radio"/>	Allied Health Program	Diagnostic Medical Sonographer	English	06/17/2024	Issued
<input type="radio"/>	Allied Health Program	Nurse Aide/ Assistant	English	07/02/2027	Issued

Showing 1 to 10 of 12 entries

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Next

Renewal or Amendment

6. Renewal, cont.:
• Do not submit amendment within renewal window.

Curriculum Eligible For Changes

Show 10 entries

Search:

Curriculum Eligible For Changes					
	Area	Title	Language	Expire Date ▲	Status
<input checked="" type="radio"/>	Allied Health Program	Diagnostic Medical Sonographer	English	06/17/2024	Issued
<input type="radio"/>	Allied Health Program	Pharmacy Technician	English	01/30/2025	Issued

Curriculum Amendment

Important
Amendments may be filed anytime up to thirty (30) days before a curriculum expires. Amendments will take effect as soon as they are approved. A fee will be charged if any coursework changes are made. Coursework titles are an exception.

[Start Amendment Application](#)

Curriculum Renewal

Important
All changes made to a curriculum during the renewal process will not take effect until after the original expiration date. At the end of the application process, you will be required to pay a fee before the application can be reviewed. Any amendments to the curriculum will not be reflected in the renewal. You must make changes to both the original curriculum and the renewal.

[Start Renewal Application](#)



Applications in Progress

7. Applications in progress:

- **Status:**
 - Not Ready for Review – started but not submitted
 - Ready for Review – submitted but has not been reviewed by BPSS
 - Under Review – EVX – review has begun. Please check email and/or communication on the system for reviews of the application
- **Edit application:**
 - click on the pencil to open the application and modify it.

Applications in Progress

Show entries

Curriculum Renewals					
Area	Title	Language	Submitted	Status	Edit
School Defined	School Defined - Vocational ESL 1	English		Not Ready For Review	
Allied Health Program	Allied Health Program - Home Health Aide	English	04/07/2024	Under Review - EVX	

Showing 1 to 2 of 2 entries

Amendment

Curriculum	Language	Expiration Date
School Defined	English	07/02/2024
Hybrid Diagnostic Medical Sonographer	English	07/02/2024

Curriculum Amendment

Important

- Amendments may be filed anytime up to thirty (30) days before a curriculum expires. Amendments will take effect as soon as they are approved. A fee will be charged if any coursework changes are made. Coursework titles are an exception.

[Start Amendment Application](#)

Curriculum Renewal

Important

It appears you will be unable to start renewal application for **Hybrid Diagnostic Medical Sonographer** due to one of the following reasons:

- Your curriculum is not due for renewal and you may file for a renewal up to 150 days before it expires.
- OR
- You currently have a pending renewal application for this curriculum on file. Return to the previous screen and select the application from the list **Applications in Progress**

8. Select curriculum to amend and click next

- Click "Start Amendment Application"
- Make changes to digital application
- Upload a letter to "coursework details" stating the nature of the changes made.

Information

9. Information tab

- All information from old application will populate these fields
- Make any modifications needed
- Click “next”

Curriculum selection

Select Curriculum Category (required)

Allied Health Program

Select Curriculum Sub Type (required)

Home Health Aide

Curriculum Information

Title of Curriculum (required)

Home Health Aide

Required Instructional Hours

83.0

Additional Instructional Hours (required)

1.0

Total Instructional Hours

84.00

Definition of One Instructional Hour (required)

60 Minutes

Method of Instruction (required)

Classroom

Language of Instruction (required)

English

Entrance Requirements (required)

HIGH SCHOOL/GED/TASC

Other entrance requirements

18 Yrs of Age or Older, at least 9th grade education

Ability To Benefit Exam

TABE Level A

Ability To Benefit score

745

Occupational Objective

Overall course grade of at least C+ (75-79%); Completion of all topics

Is this curriculum eligible for TAP? (required)

Yes

No

Is this curriculum occupational or non-occupational? (required)

Occupational

Non-Occupational: a course for personal enrichment or self-improvement with no occupational performance objective and under 40 hours in length

ESL Requirements

Placement Test Name

Enter score

0

Exit score

0

Back

Next

Outline

10. Outline tab

- Information for you – please read this page.
- Click “next”

Outline

All of the following must be completed prior to offer the course to students:

- The standard curriculum has 83 hours (under "Required hours." Identifying any additional training hours, if any, you choose to add to that outline, as "additional hours." The 15% rule on absences does not apply to the required hours. Students must make-up any missed required hour. For the internship, the skills checklist must reflect individual student achievement. Failure to do so may lead to disciplinary action.
- Identify all the text books to be used
- Agree to have and maintain the required equipment. The sink with running water must be in the skills classroom, and should not be portable.
- Send signed affiliation agreement(s) using the HHA specific form to the curriculum unit for review and approval
- Agree to use the supplied skills checklist for Unit XII and the skills checklist for the Health-Related Tasks
- Have an approved teacher for the subject area and provide a copy a current NYS RN license. Have an approved director, catalog and Enrollment Agreement.
- Pay the processing fee (\$100 for less than 100 hours or \$250 for 100 hours or more).
- If a renewal or amendment, upload the entire, complete, approved curriculum including the approval letter, under "Coursework." If there are changes between your current application and the last approved one, describe and justify these in a separate uploaded letter. If the curriculum is new, state that in an attached note. Always scan the application in one file, not page by page.
- Home Health Aides must have 16 Supervised Practical Training hours, meaning that they must practice LIVE instead of on a mannequin. Eight of these hours are done during the internship, the other 8 during the class hours noted as S (Skills). We encourage schools to go well beyond these 8 classroom live practice hours, and use a majority of the 57 hours noted as Skills classes for practical hands-on training by students, on each other or a volunteer supplied by the school for that purpose.
- Notice to Home Health Aide Training Programs (HHATP) on new Procedure for HCS Accounts Schools teaching Home Health Aide/Personal Care Aide for tuition are overseen by BPSS according to guidelines set by DOH. Since 2009, any HHATP must be on the Homecare Workers Registry (HCR or HCWR), managed by the Department of Health. You cannot legally issue a certificate of completion unless your school is on the Homecare Registry and you have access to it. After you receive your BPSS school license and curriculum approval for HHA/PCA, you must apply for a Health Commerce System (HCS) account for your school through the Commerce Accounts Management Unit (CAMU). For several years, BPSS has done the HCS application for the schools. This is no longer the case (12/2021). You will need to apply to the Department of Health for your school s Commerce Account yourself. BPSS will still create and update the school s webpage on the HCR. 1. After BPSS licensure (you will need your 12-digit school ID), new Providers will need to contact the Commerce Account Management Unit (CAMU) Help Desk at 1-866-529-1890 or hinhpn@health.ny.gov or camu@health.ny.gov . CAMU will assist them in setting-up an HCS account and naming an HPN Coordinator for their entity. BPSS will create the school page on the HCR. 2. Once you have an HPN Coordinator, that individual will need to assign users to the appropriate HCR roles before they will be able to access the HCR (see attachment Updating HCS Home Care Registry Roles). Attached is a DOH manual to HPN Coordinators on how to assign HCS roles. 3. After all HCR roles are assigned, the individuals in the HCR roles will now be able to access the HCR if the school page has been created. There may be a delay. This will allow you to begin training, enter classes and certify students. If BPSS-regulated training entities have any questions regarding role assignments, accessing or using the HCR, please contact hcreg@health.ny.gov

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Coursework

Coursework - Currently entered 84.0 of 84.0 coursework hours.

If this curriculum was previously approved, in addition to the filling out the information below; please upload the complete previously approved curriculum by

Required Coursework		
Course/Unit Title	Hours	
Module I. Introduction to Home Care	1.5	
Module II. Working Effectively w/ Homecare Clients	3.0	
Module III. Working with the Elderly	2.0	
Module IV. Working with Children	1.0	
Module V. Working w/People who are Mentally Ill	1.0	

Show 10 entries

Search:

Coursework Uploaded Files		
File Name	File Type	Action
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

+ Add files... Cancel upload

File Guidelines

- The maximum file size for uploads is 100MB.
- Only PDF, TXT, DOC, DOCX, JPG, PNG, TIFF file types are allowed.
- You can **drag & drop** files from your desktop on this webpage.

Back

Next

11. Coursework tab

- Course/unit breakdown and hours
 - If the curriculum is not broken down into units, we will ask you to enter the units here.
- There is a revised BPSS-30 you need to complete and upload here using “add files”
 - Curriculum outlines can be uploaded here, as well
- Skills checklist, if applicable, should be uploaded here.
- Click “next”







Textbooks

Textbooks and Instructional Aids

Please upload the requested information about all textbooks and instructional aids that the school intends to use to teach this curriculum. Instructional aids include videos (name, publisher, and length), software (name and version, even if included with a textbook), and audio-visual equipment should be listed with equipment (which will be on the next page).

Show 10 entries

Search:

Textbooks			
Course	Title	Publisher	Action
Unit E. Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices	Providing Home Care A textbook for Home Health Aides	Hartman Publishing Inc.	 
Unit H. Assisting w/ Ostomy Care	Providing Home Care A textbook for Home Health Aides	Hartman Publishing Inc.	 
Module III. Working with the Elderly	Elder Abuse and neglect	Coastal DVD	 

12. Textbook tab

- Textbook information will be entered from prior curriculum information
- Please update to current edition using the pencil
 - Textbooks need to represent industry standard
 - We will require updates for textbooks that are out of date for the field
- Click “next”

Equipment



For a class of 20 students, the following quantities are required

Show 10 entries

List of equipment :71	
S.No	Equipment Description
1	Ace bandages
2	Adult Practice mannequins
3	Alcohol-based cleaner/handwipes
4	Bars of Soap or Dispenser, Hand cleaner, Skin lotion
5	Bed, single, home style, with mattress,2 sets of linens and 2 pillows
6	Bedpans, Fracture pans, Urinals
7	Bedside Commode
8	Blood Pressure Cuff
9	Box diapers or Pampers
10	Cabinet, general storage

Showing 1 to 10 of 71 entries

Previous 1 2 3 4 5 ... 8 Next

User Added Equipment List			
S.No	Equipment Description	Quantity	Action
1	Ace bandages	2	 

Please add any additional equipment as needed

Equipment Description

----Select----

Quantity

If Equipment is not in the above drop down, enter it here

Accepts / - , & ()

Add

Clear

13. Equipment tab

- Equipment will be populated based on prior curriculum information
- User added equipment can be modified using pencil icon
- If equipment is not listed here, you will be asked to enter it
- Click “next”

Skill List

Evaluation Checklist

For the Allied Health field only, there may be a skill(s) checklist that will be required. If applicable to your school, please find the check list(s) to

Skill Checklist

There are no required skill lists for this curriculum.

Back

14. Skill List tab

- There is no option to upload a document here – please disregard.
- All curricula with internship/clinical units must have a skills list uploaded to coursework.
- Click “next”

Disclosure

Student Disclosure

The curriculum you have chosen does not require any student disclosure forms. Click Next to continue.

Back

Student Disclosure

[CNA Disclosure](#)

By clicking next, you agree to follow and provide the above information to each student enrolling

15. Disclosure tab

- There is no option to upload a document here – please disregard, except:
 - NATP applications have an addendum for their enrollment agreement that should be uploaded here.
- Click “next”

Affiliation


See BPSS website for new prototype of Affiliation Agreements:
<https://www.acces.nysed.gov/bpss/applications-and-instructions-licensed-private-career-schools>

Affiliation Agreements

If applicable, print out the following Affiliation Agreement. After the agreement has been executed by the required parties, please upload a copy and include a

- [HHA AFFILIATION AGREEMENT REQUIREMENTS](#)

Show entries

Uploaded Affiliation Agreements		
File Name	File Type	Action
Affiliation Agreement 2023-2024.pdf	Affiliation Agreement	

Showing 1 to 1 of 1 entries

16. Affiliation tab

- Updated affiliation agreements must be uploaded
- Affiliation agreements must:
 - Use the new prototype
 - Be current
 - Provide valid contact information for site contact
 - Include proof of liability insurance covering students at site
 - Include operating certificate for HHA or NATP internship sites.
- Click “next”

Signature & Payment

Important

Your Application is not filed until payment is received.

For those who are not ready to file now or are waiting for license/permit validation, your application has been saved and you may return to the [BPSS Home](#) page.

To continue to pay for your application, select the [Next](#) button below.

For those who are not ready to file now, your application has been saved and you may return to the [BPSS Home](#) page.

[Back](#)

[Next](#)

[Home](#)

Payment Type

BPSS accepts payments by credit card, check or money order.

Please select a payment type.

Pay by Credit Card

Pay by Check / Money Order

Show entries

Application Cart		
Application Type	Description	Amount
		\$

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

[Back](#)

[Next](#)

17. Signature tab

- By continuing you are acknowledging payment must be made for the application to be submitted.
- Click “next” if ready to submit

18. Payment tab

- Choose method of payment.
 - NOTE: if you are modifying a submitted application you do not pay a second time.
- Click “next”